



Volunteer Guide 2025



**PLEASE READ THIS INFORMATION BEFORE BEGINNING YOUR
VOLUNTEER ACTIVITIES**

Rain or Shine the Fair must go on!

An important message for those participating in the United to Serve – Carnaval de Salud on May 3 (7AM - 3 PM)

We are here to promote the health and education of our patrons. This demands that we handle sensitive health information in a mature and professional manner. All UTSW policy applies to the event.

If you believe someone requires immediate follow-up with a physician, remain calm and tell the patron to follow you to one of the physicians on-site. Faculty physicians will be available all day in the Screening Area, Sports Physicals Station and Mental Health Section. See the map for locations.

Stay within the bounds of your knowledge and training. Do not guess or speculate. You are never wrong to say that you do not know and offer to help find someone who can answer for you.

Before the Event

Please **register as a Volunteer through Dallas ISD**. Follow these instructions listed below:

- Go to UTS Home page: [United To Serve Carnaval de Salud!](#)
- Navigate to "United to Serve" > "Volunteer With Us" > "Sign Me Up" > "Volunteer Sign Up Form."
- Complete the Day Of Volunteer - 2025 Google Form.
- Once you've finished, return to the page and scroll down to the hyperlink labeled "Dallas ISD Volunteer How To."
- Complete the Dallas ISD Form using the PDF guide.
- **YOU ARE DONE - Once you have completed both forms.**
- Please send your completion email to volunteer.uts@gmail.com prior to the event **or you will not be able to participate.**

Volunteer Hours

- **If you need confirmation of your volunteer hours for the event, please see Suzette Smith in the Cafeteria or Nina Stephen in the Alice in Wonderland Section at TJ Rusk near the end of the event. They both will be available to sign off on forms.**

What to Bring

- **Bring your badge.** UTSW students and employees will use their badges to check in upon arrival. All other volunteers will be checked in by personnel when they arrive.
- Bring yourself and a great attitude!
- Do NOT bring any big bags, backpacks, or purses. There won't be any room to store them and may raise security issues! Travel light.

Check-In and Assignments

- **Spanish translators** will be wearing **red shirts** so that they will stand out. Direct Spanish speaking attendees to these volunteers if necessary.
- **Committee members** will be wearing **blue shirts**. They can answer questions about the specific booth that they designed and will have general details about the fair.
- **Event-day Volunteers** will be wearing **white shirts**. They are responsible for assisting with the booths and programs offered.

Ticket Colors and Meaning:

- **Special drawing tickets:** Attendees will fill these out and place them in the special drawing box at the Welcome Area. They can obtain more of these special drawing tickets by participating at many of the booths. As a booth volunteer, you will receive extra special drawing tickets that you can hand out to participants that are actively engaging with your booths. The patrons will turn in the special drawing tickets at **“The Grove”** by the cafeteria.
 - *Remember:* the more tickets they get, the more opportunities they have to win. These special drawing tickets will be drawn throughout the day, and prizes will be handed out at the Welcome Area. The winners will be posted along the hallway outside of the cafeteria. These are subdivided into child and adult special drawing tickets:

SPECIAL DRAWINGS TICKETS

BOLETOS DE SORTEOS ESPECIALES

<p>Adult Special Drawings/Sorteos Especiales Para Adultos:</p> <p>name/nombre: _____</p> <p>child's name/nombre del hijo/a: _____</p> <p>school/escuela, grade/año escolar: _____</p> <p>address/ dirección : _____</p> <p>city-state-zip/ ciudad-estado-código postal: _____</p> <p>_____</p> <p>phone/teléfono: _____</p>	<p>Child Special Drawing/Sorteos Especiales Para Niños:</p> <p>name/nombre: _____</p> <p>school/escuela, grade/año escolar: _____</p> <p>_____</p> <p>address/ dirección : _____</p> <p>city-state-zip/ ciudad-estado-código postal: _____</p> <p>_____</p> <p>phone/teléfono: _____</p>
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**ADULT TICKETS
PARA LOS ADULTOS**

**CHILD TICKETS
PARA LOS NIÑOS**

- **Carnival and Games tickets:** Each child receives 15 blue tickets upon entry and can gain more blue tickets by visiting booths. Blue tickets are earned by going to different booths as well. For each booth they visit, each kid can receive 1 blue ticket. The more booths they visit, the more blue tickets they get that can be used to play games. In turn, playing and winning the carnival games can be used to win prizes!
 - **Blue tickets are used in the Games section.**
 - **Red tickets are earned by playing and winning Carnival Games. Only the Games section will hand out red tickets.** Red tickets are redeemed in the cafeteria for prizes.

CARNIVAL/GAMES TICKETS

BOLETOS PARA EL CARNAVAL



BLUE tickets are used for playing carnival **GAMES**

BOLETOS AZULES se usan para jugar **JUEGOS** del carnaval

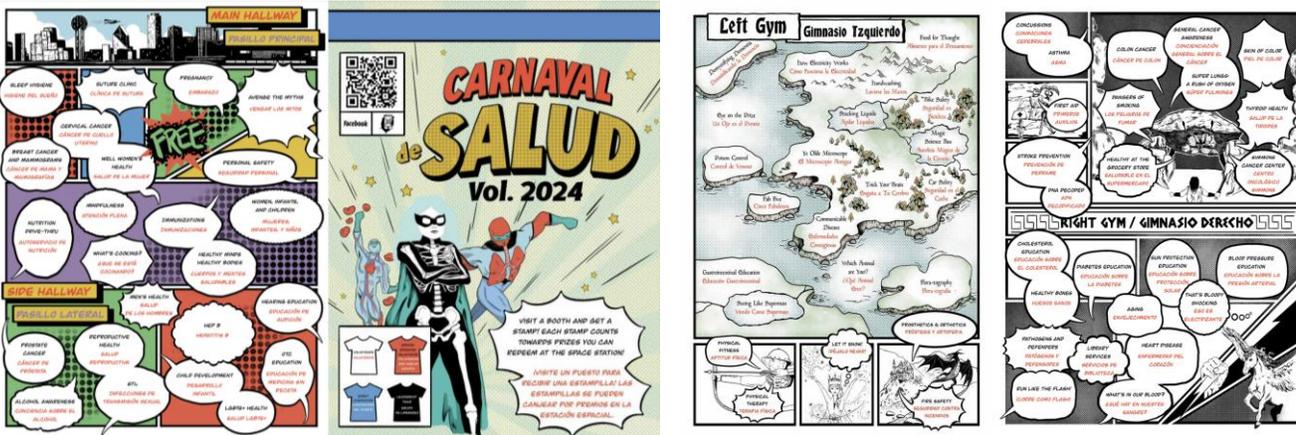


RED tickets are won by playing games and can be traded for **PRIZES** in the cafeteria

BOLETOS ROJOS se ganan jugando y pueden ser intercambiados por **PREMIOS** en la cafeteria

Story Book

The *Story Book* is an incentive for attendees to maximize the number of booths that they visit over the course of the day. **Each time they visit a booth listed on the *Story Book*, they will get a stamp from the booth on that square after hearing a small presentation on that booth's topic.** Each attendee receives a copy of the *Story Book* at the Welcome Area. Attendees can exchange their *Story Book* at the special drawings table in the Welcome Area for the corresponding number of special drawing tickets. The *Story Book* will appear as follows:



Stamps, special drawing tickets and blue tickets will be packaged together in a labeled Ziplock bag with your booth name, as shown in the example on the right. Your booth chairs will distribute these bags to you before the event begins.

Vision Screening



The Exit Survey

Before exiting the fair, patrons will optionally complete a 3-question survey that encapsulates their experience at the fair. The handout will have a QR code they can scan to complete the survey online, if preferred. These forms will be collected in the Welcome Area as patrons exit or handed out for them to take home. The QR code also links to all of our socials.

Break Room, Refreshments and Lunch

Room 106 has been reserved for volunteers. You will find water, soft drinks, and snacks. Lunch (pizza) will be provided for volunteers who are working. There will be vegetarian options, but you can bring your own lunch as well. **The**

Leadership Team will dismiss you from your booth when you can go to lunch to ensure that the small space can accommodate everyone and so that we can be available to our event patrons.

DO NOT TAKE FOOD OR BEVERAGES (except water) OUT OF THE BREAK ROOM AREA. We are not able to feed the community, and it would be inconsiderate to eat and drink items we are not able to provide for patrons. It also helps with cleanup.

Emergency Situations

There is an **AED-equipped First Aid Station at the Welcome Area** and a **First Aid kit in the Gym at the First Aid Booth**. Lost children should be taken to the Welcome Area where they will be cared for, and the parents will be paged over the PA system. Other problems or security issues should be called to the attention of a leadership team member who will contact administrative staff. UT Southwestern Police will also be on site to assist. They will have a booth in the main hallway and will also be at the entrance. Please remember that there will be a **physician available** at the Nurse's Office and in the Screening Area during event.

Clean Up

We should leave the school cleaner than we find it! When you receive confirmation from the Leadership Team, please begin packing your booth materials, cleaning your area, and helping to take down signs/remove trash/dismantle tables/etc. **Please do NOT start early!** Working together, this can be done quickly. Please neatly pack up all your remaining materials so that we may re-use them next year. Each area will be given specific instructions on where to place the materials. There will be an "end of the day" checkout station located in the various zones and the cafeteria. We will be recycling all paper signs, boxes, and paper products that we can. Please do not break down any boxes unless you have been asked to do so by a leadership team member. We will use some of them to repack for the return trip.

Follow Up

The gift of your time during this event is sincerely appreciated. Part of our commitment to our volunteers is manifested by making improvements wherever possible. Your suggestions about any aspect of the United to Serve program are appreciated. Send them to suzette.smith@utsouthwestern.edu.

Social Media

You can follow us on all of our social media platforms (IG and FB) by scanning the QR codes below. Photos from the event will be posted on the Student Center Facebook page in an album titled "United To Serve 2025".



Instagram



Facebook

Thank you very much!
¡Muchas gracias!

Kendra, Mehul, and Sahej
UT Southwestern Medical Center
Volunteer Committee, United to Serve 2025
volunteer.uts@gmail.com

Suzette Smith
UT Southwestern Medical Center
Director, Student Life and the Bryan Williams, M.D. Student Center
Suzette.Smith@utsouthwestern.edu